

ACCOUNTANT II

General Statement of Duties: Maintains the City's General Ledger structure; performs professional accounting duties; analyzes and monitors revenues and expenditures; produces trial balance for audit and financial statement preparation; performs other duties as assigned or apparent.

Distinguishing Features of the Class: This is a professional accounting position with responsibility for timely and accurate maintenance and operation of the General Ledger. The position is responsible for analyzing budget information and actual revenues and expenditures for the accounting period and the fiscal year. Using data from that work, the position prepares analytical reports and charts for presentation. The employee in this position must maintain good working knowledge of accounting software utilized by accounting division as well as procedures used in the overall operation of the accounting division. Working knowledge of the GFOA "Blue Book" and applicable GASB pronouncements is also expected. Work is performed under supervision of the Control and Reporting Manager and leeway is granted for the exercise of independent judgment and initiative.

Areas of Accountability:

1. Assists in annual operating and capital budget preparations:
 - Researches and prepares analysis of revenue and expenditure trends in the organization
 - Maintains cash flow projection models
 - Assists Division Manager and Finance Director in other areas of budget preparation and analysis as requested
2. Analyzes and monitors the General Ledger:
 - Monitors receipts and disbursements on monthly basis
 - Reconciles monthly bank statements and investment statements to the General Ledger
 - Performs comparative analysis and evaluation of departmental revenues and expenditures
 - Maintains and monitors Project Ledgers
 - Prepares budget amendments when necessary
 - Assists in preparation of reports and presentations to be given to other Departments, the City Council, and the general public.
 - Initiates month-end and year-end closings and corrections in the General Ledger
3. Prepares documents for annual audit:
 - Coordinates with other Finance staff and other Departments for the preparation of the annual audit
 - Prepares or oversees preparation of trial balances, work papers, and supplemental schedules for annual audit
 - Prepares and records accrual adjusting and reversing entries to trial balances in preparation for annual audit
 - Ensures any information required by independent auditor is made available

4. Develops or oversees development of various computer records and spreadsheets as required by independent auditor, governmental agencies, and city and department staff.
5. Coordinates and assures continuing disclosure requirements are met for debt issues.
6. Assures accurate and timely filing of financial reports required by Pottawattamie County and the State of Iowa.
7. Participates in special projects as directed by Division Manager and/or Finance Director.
8. Other duties as assigned or apparent.

Required Knowledge, Skills and Abilities:

- Experiential knowledge of professional accounting principles and practices of accounting and budgeting
- Working knowledge of Microsoft Office (Excel, Word, Outlook) and the ability to develop and maintain spreadsheets, charts, and graphs
- Some knowledge of fund accounting
- Working knowledge of computerized accounting systems
- Ability to analyze and organize data
- Ability to communicate effectively both orally and in writing
- Accuracy, integrity, ability to form effective working relationships with staff, public, and other agencies

Acceptable Experience and Training:

Minimum Qualifications:

- Bachelor's Degree from an accredited institution in Accounting or Finance
- Two years of experience in professional accounting practice
- Working knowledge of Microsoft Office software (Word, Excel, Outlook)

Preferred Qualifications:

- Experience in fund/governmental accounting
- Experience in and proficiency with integrated general ledger software